

**High Country PETS Planning Committee Meeting Notes
December 14, 2013 – Hyatt Lost Pines Resort, Bastrop, TX**

A special face to face meeting of the 2014 PETS Planning Committee members who were attending the 2013 Rotary Zone 21b/27 Institute in Bastrop, TX was convened at 3:45 p.m. on Saturday, December 14, 2013.

The following were in attendance:

District 5390	DG John Stewart DGE Roy Beekman DGN Bill Spath PETS Administrator Arlene Weber
District 5440	DG Julie Phares DGE Phil Murphy DGN Ken Small
District 5450	DG Dan Himelspach DGE Peter Ewing
District 5470	DG Wally Miller DGE Clyde Church DGN Marie Munday DT Paulette Church
District 5630	PDG Dian Edwards DGE Koby Rickertsen DGN Don Peterson

Facilitators for PETS

Arlene furnished the committee with a list of PETS facilitators that have been identified by Chuck Rutenberg. Some of the originally identified facilitator candidates have notified Chuck that they are not available to do the training at the 2014 PETS. The group was requested to review the remaining candidates listed. Facilitators must have prior facilitator experience, such as with their profession or through Rotary district programming (Visioning or RLI). **Additional suggested candidates should be forwarded to Chuck as soon as possible.** Facilitator training will be conducted at the Denver Renaissance Hotel on Saturday, January 4, 2014.

Note: The Colorado Districts are hosting a President's Dinner on Saturday evening, January 4th at the Renaissance. Those attending the facilitator training are encouraged to plan to attend the dinner and hear RI President Ron Burton speak. The link for dinner reservations is:

<http://www.clubrunner.ca/portal/Events/EVPEventDetails.aspx?accountid=50085&eid=10f5644f-398b-4e40-86b1-870bffde7c2c&tid=2>

Technology Center at PETS

We will plan to equip the area designated to serve as a technology resource center at the hotel with at least five computers. Each district should designate one individual to assist users at the technology center. Koby will plan to bring computers. Arlene and Dan will meet with the hotel representatives on

January 3 or 4 to verify there will be adequate internet access, ideally hard-wiring to the technology center location.

Rotary Central Training

Dian advised that Julie Aubry, Rotary International Club and District Support, will attend the 2014 High Country PETS. She has offered to attend and present information regarding Rotary Club Central to any of the district breakout sessions. DGEs are requested to contact Julie directly to coordinate arrangements including presentation times. Julie may be contacted by telephone at 1-847-866-3429 or via email Julie.Aubry@rotary.org.

The group agreed that it would be a good plan to include Julie's presentation at the All-district AG Training Session scheduled for Saturday afternoon. Mike Forney is facilitating the agenda for the AG Training session. Dian will coordinate the Saturday afternoon training with AG Trainer Facilitator Mike Forney. Dian will also contact Julie Aubry to request that she plan to make a presentation to our AGs on Saturday afternoon and, when she is not otherwise attending district breakout sessions, that she be available in the Technology Resource Center for hands-on assistance to those accessing RI website resources.

Stylus Addition to Registration Bags

Paulette reported on the costs for the stylus pens that had been considered as an addition to each registration bag. The consensus of the group was to not include this item in the registration bags.

VIP Aide Assignments

Dan reported that he has made the VIP Aide assignments to the District Governors. Those DGs serving as aides to the speakers should be sure to register their speaker through the PETS registration website. Speaker information forms should be completed and forwarded to Dan for his referral to the DG assigned each duty. Any questions should be directed to Dan.

Comp Room Assignments

Arlene reminded the group that DGEs should strongly encourage their AGs, PEs and PENs to make their hotel reservations through the PETS designated block of rooms. The number of complimentary rooms we anticipate as being available for our use is based on our room utilization through the pre-arranged block and negotiated room rate.

The assignment of complimentary rooms to the DGEs was discussed. It was agreed that one of the five available executive suites should be reserved for RIPE Huang. This leaves us with four executive suites. The group agreed that a junior suite will be assigned to one of the five DGEs by the "luck of the draw." Arlene will notify all accordingly.

The Presidential Suite that is being provided to us by the hotel will be used as a staging area for materials. There is no other space in the hotel to accommodate this need.

District Breakout Session Rooms

The group was reminded that their district breakout rooms will be available to them at 5:00 p.m. on Thursday, February 27, 2014. The plan is for materials to be available for districts to pick up at the Presidential Suite at this time.

Supplement Materials for AG Training

DGEs needing additional materials for their separate AG training should order these materials directly from RI.

The second shipping of materials for PEs will occur after the International Assembly in San Diego. It was the general consensus that we will order additional materials other than those provided by RI.

NOT (added on Jan. 7, 2014)

Next Meeting Date

The next meeting will be via teleconference. Arlene will send out a meeting wizard query to the committee for choices to include the evening of January 3rd and other dates during the week of January 6th.

The meeting adjourned at 4:30 p.m.

Meeting Notes Prepared by Dian Edwards